

Approved: with correction on 4-30-14

Administrative Council Meeting Minutes

Wednesday, April 16, 2014

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic Affairs

Randy Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

Guests

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

Dan Johnson - Faculty Senate Representatives

1) CALL TO ORDER/REVIEW MINUTES

- a) The March 28, 2014 minutes were reviewed and approved with corrections.

2) OLD BUSINESS

- a) **Air Conditioning Unit for Server Room** (Gary Haugland-IT)
 - i) Proposals have been processed for replacing the air conditioner in the server room at a cost of \$24,430 with an additional bid from Bergstrom Electric for \$5,000 in electrical wiring expenses. Council agreed the existing air conditioner is inadequate to cool the server and it is necessary to move forward with the purchase.

3) NEW BUSINESS

- a) **Graduation** (Gary Haugland-IT)
 - i) Student Affairs requested IT live stream the graduation ceremony. A bid of \$7,000-\$10,000 was the cost for minimum equipment to live stream. Council chose not to move forward with the request and indicated the repair and/or replacement of older sound and lighting equipment is a higher priority at this time.
- b) **Athletics** (President Darling)
 - i) President Darling and VP Fixen presented copies of the current budget and accounts for athletics. Currently the recruiting and athletics accounts are coming from several different department budget lines. VP Fixen requested establishing a separate appropriated athletic fund to keep recruitment budgets separated. Administrative Affairs will create a separate appropriated

fund for athletics, tied to the Student Affairs department number, to delineate general recruitment expenses from athletic recruitment expenses.

ii) Working out an agreement for assistant coaches was also discussed and council agreed assistant coaching positions must at least be opened up on campus if the assistant coach positions will be paid as opposed to volunteer positions.

c) **Procurement Policy** (Risk Management)

i) Taken off the agenda by Sandi Lillehaugen/Risk Management.

d) **Summer Hours Request** (Staff Welfare)

i) Council reviewed the “summer hours” survey and agreed the summer hours are a benefit for the campus. Council approved the proposal beginning May 19th-August 15th. Posted summer hours will be 7:30a-4:00p, Monday-Friday, with a 30 minute lunch. Staff may work 7:45a-4:45p if preferred. Office hours can be worked out within office areas.

e) **Department Reports** (all)

i) **Student Affairs:**

(1) VP Fixen announced the newly hired International Student Advisor, Kristy Kienast-Hernandez is on campus and will be attending the National Association of Foreign Student Advisors conference (NAFSA) in May for 5 days.

(2) A cubicle wall has been moved in the Student Affairs office where financial aid was located and a copy center will be relocated in its place. The laundry facility in the residence hall should be finished by 4/18/2014.

(3) Council discussed renovating the green building to use as the practice facility for the fastpitch softball and baseball programs when the Tech center is built and pay loader is moved. Council would like to review a complete plan including where the funding will come from, for floor, heat, lighting etc...

(4) Student Affairs requests the cameras be returned to residence halls at the students’ request.

ii) **President’s Office**

(1) President Darling requested input from council for a meeting with Murray Sagsveen Chief of Staff/Ethics officer/Director of NDUS Legal Services. Mr. Sagsveen is requesting input from campuses for the upcoming evaluation of our NDUS legal counsel.

(2) President Darling reported on the UAS summit he attended in Thief River Falls MN. Explaining the importance of attending the meetings.

iii) **Academic Affairs**

- (1) VP Halvorson is finishing math position interviews, in search of a Drama instructor and replacement for Bill Schuler who resigned his theater position. President Darling and VP Halvorson will work on ALC position options.

iv) **Administrative Affairs**

- (1) VP Kenner reported a tuition rate for GFAFB will need to be decided and submitted in time for approval at the May 29 SBHE meeting.
- (2) He continues work on the facility master plan; Dr. Gunderson provided input on a Precision Ag Facility for the meeting with Alex Cronquist, Fiscal Analyst for ND Legislative Council.

v) **Advancement Office**

- (1) VP Goulding reported she and campus staff recently defended grants to the Dakota Medical Foundation, US Bank, and a request to Gate City for the Music Program.

vi) **Faculty Senate** Representative Jay Johnson

- (1) Mr. Johnson discussed his meeting with Director of Strategic Planning for the University System Connie Sprynczynatyk about faculty concerns, explaining they expressed to her the change in per credit tuition model is their concern.
- (2) Mr. Johnson reported the tower data is very good; 6632 megawatt hours produced from operating 12,000 hours.
- (3) Another piece of important data from Texas; the experts were surprised when the spot price for electricity fell dramatically due to the wind energy being so much more economical than coal.

4) ADJOURNMENT

- i) The next meeting of the Administrative Council will be 4/30/14 at 9 a.m.